



## Health Care Flexible Spending Account Over-the-Counter (OTC) Expense Worksheet

The Health Care Flexible Spending Account allows an employee to set aside pre-tax dollars for medical and dental expenses including some over-the-counter (OTC) items or drugs. **Reimbursable OTC items or drugs are those which are used to alleviate or treat personal injuries or sickness.** Amounts paid by an employee for OTC items or drugs that are merely beneficial to the general health of the employee, spouse or dependent are not reimbursable under the Health Care Flexible Spending Account.

**Remember:** OTC drugs or medicines (except insulin) require a doctor's written prescription in order to be an eligible expense for reimbursement. Except in certain limited circumstances in which the IRS has approved the use of debit cards to purchase them, these items will have to be paid for out of pocket at the point of purchase and reimbursement must be claimed on a manual claim form. Please see the reverse side of this flyer and the Plan Summary for specific rules for use of the debit card for over-the-counter medications when you have a doctor's prescription. Non-medications, such as band aids and saline solution, will not require the prescription and can be purchased with the debit card. In order to receive reimbursement, the following items must be included with the reimbursement request: (1) a third party receipt noting the item and date purchased and (2) a doctor's written prescription for the OTC drug or medicine. **As needed, please submit reimbursement requests online at the Eide Bailly Benefits website ([www.eidebaillybenefits.com](http://www.eidebaillybenefits.com)) or by using a paper reimbursement form.**

### EXAMPLES OF REIMBURSABLE OVER-THE-COUNTER (OTC) ITEMS OR DRUGS (THOSE WITH A MEDICINAL COMPONENT WILL NEED A PRESCRIPTION AND ARE MARKED BY THE 'Rx' SYMBOL BELOW)

**Please Note:** The IRS will not allow OTC items with a medicinal component (with the exception of diabetic insulin) to be purchased with Health Care FSA or HRA funds unless accompanied by a prescription. Please see the reverse side of this flyer regarding use of the debit card for purchasing OTC medicines and drugs.

Antiseptics, Wound Cleaners <i>Rx</i>	Diagnostic Equipment
Baby Electrolytes	First Aid Creams and Ointments <i>Rx</i>
Bandage Wraps and Band-Aids	Hearing Aid/Medical Batteries
Contact Lens Solution and Supplies	Incontinence Products
Cough, cold and flu medicines <i>Rx</i>	Reading Glasses and Maintenance Accessories
Denture Adhesives, Repair, and Cleansers	Smoking-Cessation Medications <i>Rx</i>
Diabetic Insulin and Supplies	Sunscreen – With an SPF of 2 or higher

### EXAMPLES OF REIMBURSABLE OTC ITEMS OR DRUGS THAT REQUIRE A DOCTOR'S NOTE OF MEDICAL CONDITION (INCLUDING SPECIFIC DIAGNOSIS, EXACTLY WHAT IS BEING PRESCRIBED AND FOR HOW LONG; NOTE THAT WE REQUIRE AN UPDATED NOTE ON A YEARLY BASIS)

Dietary supplements	Medicated shampoos and soaps to treat an infection
Fiber supplements	Orthopedic inserts (if not covered by insurance)
Glucosamine or Chondroitin	Weight-loss drug
Herbal medicines	
Hormone therapy	

### EXAMPLES OF NON-REIMBURSABLE OVER-THE-COUNTER (OTC) ITEMS OR DRUGS

Aromatherapy	Medicated shampoos (for dry scalp or dandruff)
Baby bottles, cups, wipes, oil	Multi or one-a-day vitamins
Chapstick	Shaving creams or lotions
Cosmetics	Suntan lotion
Deodorants	Teeth whitening products
Diet drinks or food	Toiletries (incl. soaps or shampoos)
Face creams, moisturizers	Toothbrushes, toothpaste, mouthwash, floss
Feminine hygiene products	

## Purchasing OTC Drugs and Medicines with the Debit Card

There are three types of merchants at which the debit card can be used to purchase OTC drugs and medicines:

1. At 90% pharmacies with after-the-fact substantiation;
2. At drug stores, pharmacies, non-health care merchants that have pharmacies, and mail order or web-based merchants that sell prescription drugs if the requirements described below are satisfied; and
3. At vendors having healthcare related merchant codes (other than merchants described in #2).

When purchasing a prescribed OTC drug or medicine with the debit card from a merchant described in #2, the following conditions must be satisfied:

1. The cardholder must present the prescription to the pharmacist;
2. The pharmacist must assign a prescription number and dispense the OTC drug or medicine in accordance with applicable law;
3. The pharmacy must retain a record of the transaction, including the name on prescription, prescription number, date, and the amount of the purchase;
4. The pharmacy's records must be accessible by the employer, agent, and/or flexible benefits vendor;
5. The debit card system must not allow OTC drugs or medicines without a prescription number; and
6. The debit card system must meet current IRS requirements which limit the use of the debit card to only tax-qualified medical care expenses.

If these requirements are met, the debit card transaction will be considered fully substantiated at the time and point-of-sale. If these requirements are not met, then the debit card cannot be used to purchase an OTC drug or medicine from a merchant described in #2 unless the merchant is a 90% pharmacy and the expense is substantiated by submission of claim documentation after the purchase has been made.